



Mentoring Agreement

Career-Focused Alumni Mentoring Program

This Mentoring Agreement outlines the expectations and responsibilities of both the mentor and the mentee for the duration of the Career-Focused Alumni Mentoring Program between January and June 2027.

The purpose of this program is to facilitate career readiness, professional insights, and the development of [career competencies](#), through a series of four meetings of up to one hour each. The agreement is meant to foster a collaborative, supportive, and goal-oriented relationship.

The agreement will be discussed and finalized in the first meeting, ensuring both mentor and mentee are aligned on expectations and goals.

1. Purpose of the Mentoring Relationship

The purpose of this Alumni Mentoring program is to support the mentee's career development by:

- Discussing how to prepare for a specific career pathway during the mentee's studies or how to enter a field after graduation.
- Exploring the world of work and industry/field/sector trends.
- Developing essential [career competencies](#) (e.g., communication, professionalism, critical thinking)
- Gaining insights into the mentor's career journey and professional field.
- Giving the mentee the opportunity to set actionable goals for career progression.

2. Meeting Schedule and Duration

The mentoring relationship will consist of a minimum of four meetings held between February and June 2027. The final meeting will not be scheduled later than 30 June 2027.

It is the student mentee's responsibility to reach out and schedule meetings with their mentors with enough advance notice to accommodate both parties' schedules and commitments.

Meetings can be held in person or virtually, based on mutual availability and preference.

Suggested meeting frequency: one meeting every 4-6 weeks.

Suggested meeting duration: between 45 and 60 minutes.

3. Expectations for the Mentor

As a mentor, I agree to:

- Be a resource and guide for the mentee's career development.
- Share insights on professional trends, career paths, and professional growth.
- If applicable, provide constructive feedback on the mentee's goals and progress.
- Respect the mentee's time and commitments, maintaining a professional and encouraging tone.
- Share my experiences, advice, and any networking opportunities where appropriate.
- Be available for four meetings during the agreed-upon period.
- Not provide psychological counselling support to my mentee.
- Never work beyond the bounds of my capability, experience or expertise to the point where I do not feel confident in providing the student with appropriate support. If needed, I will seek advice from the Alumni Mentoring Program Coordinator or refer students to the Career Services team.
- Maintain professionalism during and beyond the termination of the Alumni Mentoring Program.

4. Expectations for the Mentee

As a mentee, I agree to:

- Be available for four meetings during the agreed-upon period.
- Be proactive and take initiative in contacting my mentor to schedule meetings.
- Come prepared for each meeting with specific questions, topics, or areas of focus.
- Actively listen to the mentor's feedback and ask for clarification when needed.

- Be open to constructive feedback and use it to guide my career development.
- Set clear, realistic career goals for myself and work toward achieving them.
- Be respectful of the mentor's time and commitments.
- Only if previously agreed with my mentor, follow up with the mentor between meetings and provide updates on progress.
- Maintain confidentiality and respect the mentor's personal and professional experiences shared in the process.
- Maintain professionalism during and beyond the termination of the Alumni Mentoring Program.

5. Goal Setting and Progress

During the first meeting, both the mentor and mentee may collaboratively:

- Discuss the mentee's current career interests, strengths, and areas for growth.
- If applicable, set specific, measurable, achievable, relevant, and time-bound (SMART) goals for the duration of the mentoring relationship using the GROW framework.
- Identify key areas for the mentee's career development (e.g., resume building, job search strategies, professional insights and skills).
- Review progress toward goals during each subsequent meeting and adjust if necessary.

6. Communication

Both parties agree to communicate clearly and promptly via email regarding meeting scheduling, availability, and any changes or cancellations.

Mentees should email their mentor at least 48 hours in advance if they need to reschedule a meeting.

Both parties agree to maintain respectful communication and establish a professional tone in all interactions.

7. Confidentiality

Both mentor and mentee agree to maintain confidentiality regarding personal, academic, and professional information shared during the mentoring relationship. Any materials or advice shared in the context of the meetings are to remain within the scope of the relationship unless explicit permission is given to share outside of the program.

However, if any details shared by the student are cause for concern for their safety, welfare and/or health, it is the mentor's immediate responsibility to inform Alia Flanigan, the Alumni Mentoring Program Coordinator, at flanigana@ceu.edu and the Career Services Office at ceucareers@ceu.edu

8. Feedback and Reflection

At the mid-point and end of the program, CEU Career Services will request that both parties complete a feedback survey to assess their experience in the program and share key take-aways. Additionally, some mentors and mentees may be invited for confidential feedback conversations with Career Services staff with the goal of improving the program and the participants' experience for its next iteration.

The mentor and mentee are encouraged to provide feedback to one another in a constructive, positive, and actionable manner.

9. Conclusion and Next Steps

This agreement should be revisited and adjusted, as needed, during the mentoring process to ensure it remains aligned with both parties' evolving needs and goals.

The mentor and mentee will discuss next steps during the final meeting, which may include ongoing networking opportunities, potential referrals if applicable, or any additional guidance.

The mentee is encouraged to continue building on the foundation set during the Alumni Mentoring Program by setting new goals and seeking continued professional development.

By signing below, both the mentor and mentee agree to the terms outlined in this Mentoring Agreement.

Mentee Name:

Mentor Name:

Mentee Signature:

Mentor Signature:

Date:

Date:

Goals to be filled out during the first meeting:

Goal 1:

Goal 2:

Goal 3: